

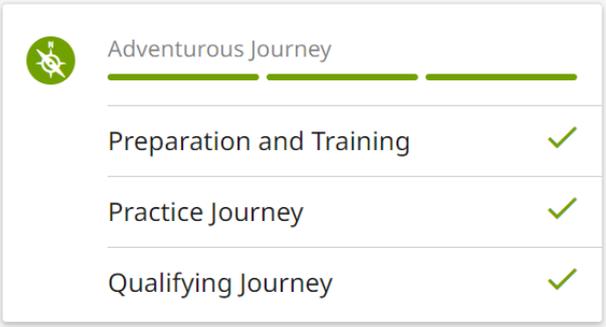
How to get your Assessor to sign off your Adventurous Journey (Practice or Qualifying) or your Gold Residential Project

Having an Assessor report is a key component in achieving your Award. More information on Assessors can be [found on our website](#).

- To get either your Adventurous Journey (Practice or Qualifying Journey) or Gold Residential Project signed off, under relevant section click **Report**. You will then need to add in your Journey Observations. This is a brief reflection of how you found the Journey. You can upload additional files that will also be sent to your Assessor (e.g., the Adventurous Journey report) then you can upload this. Then click **Send for Approval**. This can also be done through the participant app.

- Once your Assessor has written their assessment, it will automatically be sent to your Award Leader for signoff. You will be able to see the Assessor's report under **Files**.

- Once your Award Leader has signed off the Section, this will show as completed under your profile.

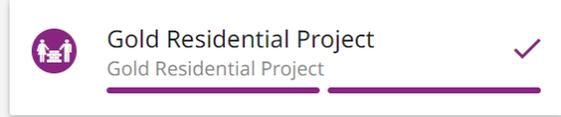


Adventurous Journey

Preparation and Training ✓

Practice Journey ✓

Qualifying Journey ✓



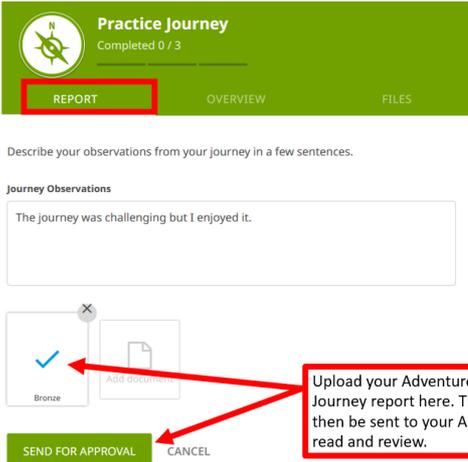
Gold Residential Project ✓

Gold Residential Project

How to sign off your Adventurous Journey completed through a Recognised Activity Provider

Some Recognised Activity Providers will provide a certificate or paper copy of an Assessor report instead of completing the assessment through the Online Record Book. If you have received a certificate of completion or a written Assessor's report, then you will need to follow the below steps to get the section signed off.

- To get either your Adventurous Journey (Practice or Qualifying Journey) or Gold Residential Project signed off, under relevant section click **Report**. You will then need to add in your Journey Observations. This is a brief reflection of how you found the Journey. Then click **Send for Approval**. This can also be done through the participant app.



Practice Journey
Completed 0 / 3

REPORT OVERVIEW FILES

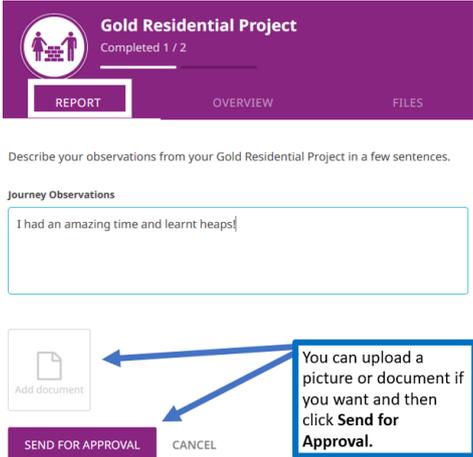
Describe your observations from your journey in a few sentences.

Journey Observations

The journey was challenging but I enjoyed it.

Upload your Adventurous Journey report here. This will then be sent to your Assessor to read and review.

SEND FOR APPROVAL CANCEL



Gold Residential Project
Completed 1 / 2

REPORT OVERVIEW FILES

Describe your observations from your Gold Residential Project in a few sentences.

Journey Observations

I had an amazing time and learnt heaps!

You can upload a picture or document if you want and then click **Send for Approval**.

SEND FOR APPROVAL CANCEL

2. Click **I already have an assessment** and then upload the certificate of assessment from the provider and click **Sent for approval**.

Supervisor Approval

Before sending your Journey to Award Leader, you first need approval from your Supervisor. If you want, you can add a note here.

Note for Supervisor (optional)

SEND FOR APPROVAL

[I already have an assessment](#)

Already Assessed!

Your Adventurous Journey is finished. You can now submit it to your Assessor for approval. You can also add a personal note below.

Note for Leader (optional)

Add document

SEND FOR APPROVAL

Congratulations!

Your Activity is finished. You can now submit it to your Assessor for approval. You can also add a personal note below.

Note for Assessor (optional)

SEND FOR APPROVAL

[I already have an assessment](#)

Already Assessed!

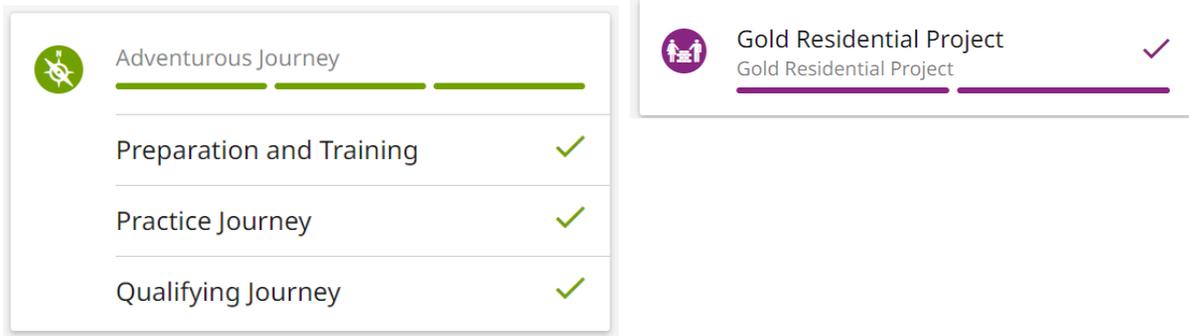
Your Activity is finished. You can now submit it to your Assessor for approval. You can also add a personal note below.

Note for Leader (optional)

Add document

SEND FOR APPROVAL

3. This will then go to your Award Leader for signoff. Once signed off, it will show as complete on your Online Record Book profile.



 <p>Adventurous Journey</p> <p>Preparation and Training ✓</p> <p>Practice Journey ✓</p> <p>Qualifying Journey ✓</p>	 <p>Gold Residential Project ✓</p> <p>Gold Residential Project</p>
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Troubleshooting

- **I am unable to send my Practice or Qualifying Journey to my Assessor** In the Adventurous Journey Section there are two adult roles, the Assessor and the Practice Journey Assessor (sometimes called the Supervisor). The Practice Journey request is sent to the Practice Journey (Supervisor) and the Qualifying Journey request is sent to the Assessor. We suggest when setting up the journey putting the same person down for both roles i.e., the person you want to write the assessment. That way you don't need to remember who gets sent which assessment request.
- **My Assessor has not written the assessment** – Please ask them to check their emails for the assessment request. It will come from ORB@onlinerecordbook.org . They may need to check their junk mail in case it has ended up there! If it has been more than 30 days since you sent the assessment request you will need to ask your Award Leader to resend the assessment request for you as you are not able to do that for the Adventurous Journey and Gold Residential Project.